

## **Day Habilitation Program Supervisor**

**\$50,000/year**

### **About Us**

The Arc of Morris is the largest provider of services for individuals with intellectual and developmental disabilities (I/DD) and their families in Morris County. For over 60 years, we have been dedicated to enriching lives, promoting independence, and creating meaningful opportunities for the people we support.

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### **Position Overview**

The Day Habilitation Program Supervisor oversees daily operations of the program, ensuring quality care, staff leadership, and meaningful engagement for participants. This role reports to the Director of Day Habilitation & Recreation and is responsible for staff supervision, program planning, compliance, and communication with families and guardians.

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### **Key Responsibilities**

- Supervise program operations, staffing, transportation, and consumer activities.
  - Oversee consumer health appointments and ensure timely follow-up.
  - Support the development and implementation of Individual Habilitation Plans (IHPs), Behavior Plans, and medical assessments.
  - Manage program records, reports, and data collection.
  - Ensure accurate medication administration and documentation.
  - Supervise, train, and evaluate staff, coordinating regular staff meetings.
  - Maintain program budget, petty cash, and consumer funds.
  - Ensure facility safety, inventory, and cleanliness.
  - Act as liaison with families/guardians and promote community involvement.
  - Participate in inspections, audits, and quality assurance reviews.
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### **Qualifications**

- Associate's degree in Human Services + 1 year experience with adults with developmental disabilities, OR 2 years of experience with at least 1 year in a supervisory role.
  - Valid driver's license (required).
  - Completion of agency-required trainings within 3 months (Orientation, Developmental Disabilities Overview, Abuse/Neglect, First Aid/CPR, Medication Administration, IHP, Crisis Management).
  - Strong organizational, leadership, and communication skills.
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### **Benefits**

- 403(b) retirement plan with 5% employer contribution + additional 3% match
- Medical, Dental & Vision Insurance
- Life insurance & supplemental coverage
- Paid Time Off (vacation, sick, personal days, holidays, birthday day off after 4 years)
- Flexible Spending Account (FSA) & Dependent Care options
- Tuition reimbursement & paid training
- Employee Assistance Program (EAP)
- Professional development & recognition programs

**Work Location:** In person – Morris County, NJ  
**Schedule:** Monday–Friday, full-time

**Apply Today!**

Join a mission-driven team that empowers individuals with I/DD to achieve their goals and thrive in the community. Apply through our website or contact

✉ Gene Rossi, Recruiter

☎ 973-326-9750 x244 | 📠 201-400-9964 (call/text)

✉ Gene.Rossi@arcmorris.org

**APPLY NOW**